



UNIVERSIDADE
DO PORTO
SERVIÇOS
PARTILHADOS



UNIVERSITY OF PORTO

**PROJECT MANAGEMENT
OFFICE**



PROJECT MANAGEMENT OFFICE

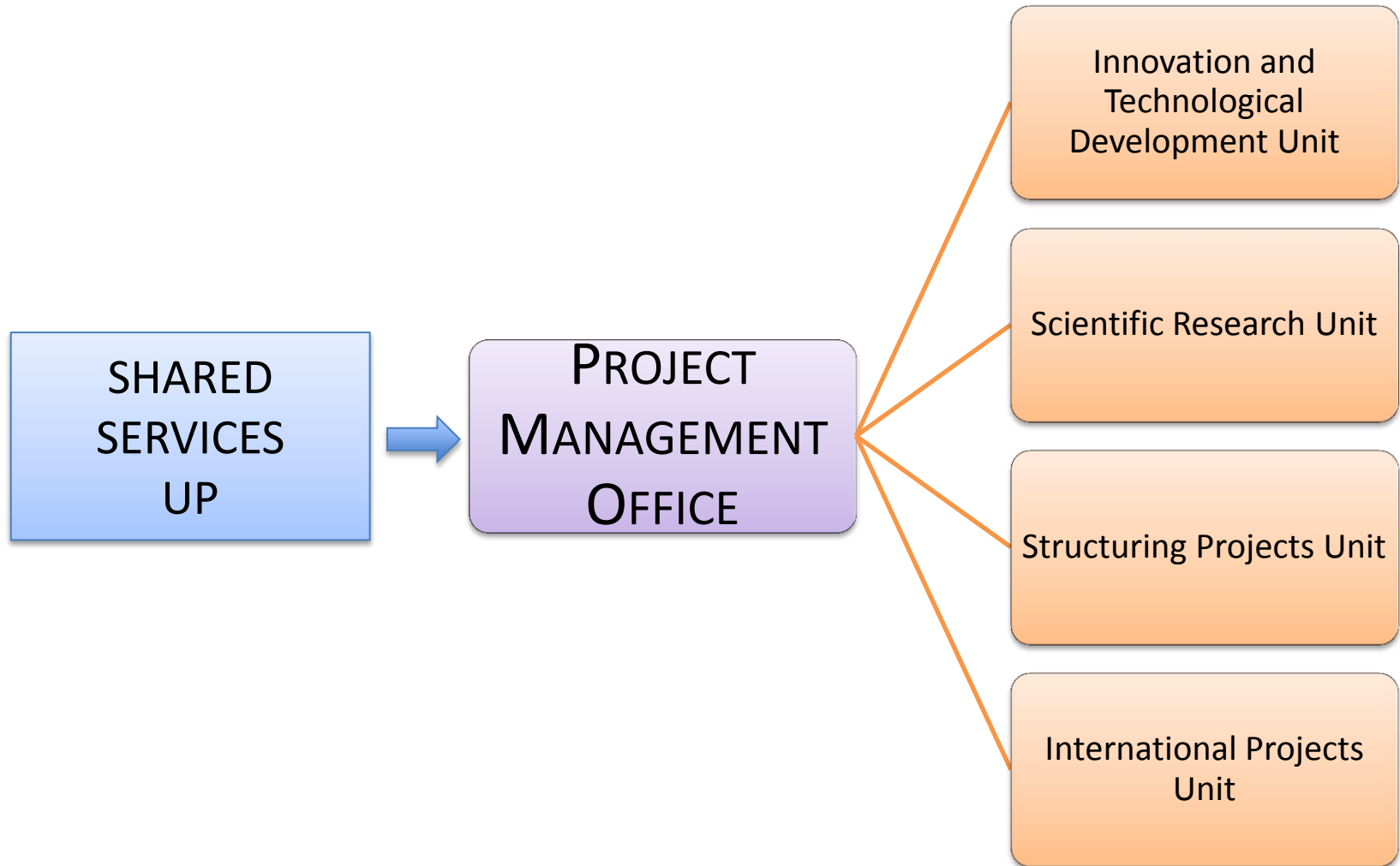
Mission: To provide technical support in fundraising and management of co-financed projects at the University of Porto.

Objectives: To promote and support the identification and dissemination of funding opportunities, along with the support to project submission, execution and closure.

Staff: Ca. 30 staff distributed between the Central Services and the faculties of U.PORTO.

Established in: May 2012

PROJECT MANAGEMENT OFFICE





PROJECT MANAGEMENT OFFICE

Clients:

- Professors, researchers and students of U.PORTO;
- Management bodies of U.PORTO;
- Shared services of U.PORTO;
- Other services of U.PORTO.

PROJECT MANAGEMENT OFFICE

Services Provided:

- **Identification and dissemination** of funding opportunities;
- Assistance in the **preparation of proposals**;
- **Contract signing and negotiation** of funded projects;
- **Management of revenue/expenditure** of projects;
- Submission of **financial reports**;
- **Project closure** and calculation of final project balances;
- Monitoring of **audits**;
- **Calculation and distribution of overheads**;
- **Organisation of information sessions** on funding opportunities;
- **Creation of different fact sheets** about funding programmes.